

**UNITED STATES PROBATION OFFICE
MIDDLE DISTRICT/NORTH CAROLINA**

**Vacancy Announcement/Position Overview
Vacancy Number FY162G4**

POSITION: Clerical Services Manager

POSITIONS AVAILABLE: One position – **open until filled** with a final closing date of **June 30, 2016**. The initial cutoff date will be **March 1, 2016**. Applications received by the initial cutoff date will receive first consideration. Applications received after March 1, 2016 will then be considered until the position is filled.

AREA OF CONSIDERATION: Nationwide

EMPLOYMENT TERM: Full-time permanent

Opening Date: 02/16/2016
Closing Date: 03/01/2016 (Initial Cutoff)
06/30/2016 (Final Closing Date)

LOCATION: Greensboro, North Carolina

HOURS PER WEEK: 40

SALARY RANGE: (CL 26-27) \$ 43,140 to \$77,030 *

*Starting salary commensurate with qualifications and subject to availability of funding.

Position Overview:

The Clerical Services Manager will manage and direct the clerical functions for the district. The manager will be expected to develop, evaluate, implement, and improve the effectiveness of work methods and procedures and various personnel-related policies; and provide supervisory oversight to the Clerk in Charge and Probation Services Assistant positions in six (6) different locations throughout the district. The Clerical Services Manager will also provide assistance to the Executive Management team as needed. The Manager will be expected to provide strategic direction to the team in order to provide efficient, quality service to probation staff, the Court, external agencies, and the public.

Minimum Qualifications:

The successful candidate must be a high school graduate (or equivalent). Graduation from an accredited college or university is preferred. Applicants must be a United States Citizen, U.S. national, or a lawful permanent resident “seeking citizenship.”

To qualify for a managerial position, an individual must possess:

(1) At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; thorough knowledge of the basic concepts, principles, and theories of management; and the ability to understand the managerial policies applicable to the judiciary unit involved; and

(2) At least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.

Preferred Qualifications:

Prior experience within the “Judiciary” is preferred. Successful candidates must have a demonstrated track record of leading staff effectively, including the ability to develop a highly motivated team, particularly across multiple locations. Additionally, demonstrated success leading change efforts, innovative strategies, and/or implementation of large scale projects is preferred.

Preferred Skills:

Proficient computer skills to include accurate data entry skills and a solid working knowledge of spreadsheet and database applications, Windows, and Microsoft Word

BENEFITS:

- ◆ Accrued annual leave and sick leave. Paid holidays each year (where applicable).
- ◆ Periodic salary increases based on acceptable performance of duties.
- ◆ Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- ◆ Participation in the Federal Employees Group Health Insurance program offers numerous plans. (Government contributes large share of premium and employee’s share may be deducted “pre-tax” from gross salary.)
- ◆ Federal Employees Group Life Insurance program offers variety of options. Long Term Care and Disability Insurance policies are also available.
- ◆ Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from “pre-tax” salary.
- ◆ Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- ◆ Numerous training opportunities.

APPLICATION PROCEDURE

Visit our website at <http://www.ncmp.uscourts.gov/current-employment-opportunities>

for an application package which includes the current Clerical Services Manager vacancy announcement and “fillable” AO-78, Federal Judicial Branch Application for Employment.

To be considered for this position, a completed AO-78, Federal Judicial Branch Application for Employment form with a cover letter (not to exceed two typed pages) summarizing your

educational background, qualifications, skills, and abilities relevant to this position, must be submitted to the Greensboro, North Carolina office postmarked no later than **March 1, 2016**, to qualify for the initial cut-off date. Applications received after this date will then be considered until the position is filled.

Handwritten, incomplete, and unsigned applications will not be considered, returned, or retained.

Application Mailing Address:

United States Probation Office
ATTN: Wesley Sharpe, Personnel Specialist
101 South Edgeworth Street, Suite R312
Greensboro, NC 27401

Employment contact information:

Questions not answered through the vacancy announcement or website instructions should be directed to Wesley Sharpe, Personnel Specialist through the Employment Line at (336) 358-4238.

The most qualified applicants selected for interview will be contacted by telephone. For applicants not selected to interview, closing information will be posted on our external website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> in lieu of closing letters.

Applicants must possess a valid driver's license.

Divisional offices within the Middle District of North Carolina are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham.

By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident "seeking citizenship."

This position is classified as a "Sensitive" position. The selected candidate for this position is subject to a background check, credit check, and fingerprint check as a condition of employment.

The U. S. Probation Office, Middle District of North Carolina, is not authorized to reimburse candidates for travel in connection with testing, interviews, or to pay relocation expenses to the successful candidate.

Special Note: This "at will" position shall be considered "FILLED" if it is determined that no other applications are deemed necessary by the United States Probation Office. This vacancy may be withdrawn at the discretion of the Chief U. S. Probation Officer.

Electronic Funds Transfer (EFT) is mandatory for payroll deposit.

The United States Probation Office is an Equal Opportunity Employer.